



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 13600.1D

3EF
20 JUN 1996

STATION ORDER 13600.1D

From: Commanding Officer
To: Distribution List

Subj: **RESPONSIBILITY FOR PROPER OPERATION, MAINTENANCE AND
SECURITY OF SUPPORT EQUIPMENT**

Ref: (a) OPNAVINST 4790.2F
(b) NAVAIR 00-80T-96
(c) National Fire Code, Vol. VII, Art. 410, Chapter 2

Encl: (1) General Safety Instructions
(2) Support Equipment Misuse/Abuse Form

1. **Purpose.** To establish responsibilities and procedures for the operation, maintenance and security of aviation Support Equipment (SE) utilized by activities visiting and assigned to Marine Corps Air Station, Yuma, Arizona.

2. **Cancellation.** StaO 13600.1C.

3. **Information**

a. Providing and maintaining adequate SE is an expensive business. Improper use of SE results in far too many ground handling accidents, excessive repair and replacement costs, and reduced operational readiness.

b. The operation and maintenance of SE must be considered from two separate, but closely related aspects; personnel safety and equipment effectiveness. Without exception, the safe way is the proper way. Further, it should be recognized that most damage to equipment occurs through negligence and infractions rather than through major offenses.

c. As outlined in references (a) and (b), the primary reason for improper use of SE is the failure of the operator to adhere to correct operating procedures and safety instructions. Responsibility for safety of personnel and the effectiveness of equipment

20 JUN 1996

is vested in the Commanding Officer. Command attention is immeasurable in substantially reducing personnel injury, equipment damage and its resultant dollar loss.

4. Maintenance of Support Equipment

a. The Facilities Management Office (FMO) is responsible for maintenance of the following equipment:

(1) Airfield Maintenance (NAVFAC Equipment Code 0707) issued by the Facilities Management Transportation division.

(2) Forklifts.

b. The Headquarters and Headquarters Squadron (H&HS) Intermediate Maintenance Activity (IMA) is responsible for maintenance of all mobile SE used in direct support of transient deployed squadrons, the Search and Rescue (SAR) department, and the Visiting Aircraft Line (VAL) at Marine Corps Air Station (MCAS) Yuma, less the SE deployed with the transient units.

c. The MAG-13, MALS-13 Support Equipment division is responsible for the maintenance of all mobile SE used in direct support of its Squadrons and other Third MAW units which are assigned to Marine Corps Air Station (MCAS) Yuma.

d. All squadrons, detachments, and units having physical custody of SE are responsible for the accomplishment of a pre-operational inspection **prior to each use**, completing the inspection forms and maintaining the cleanliness of the equipment. Only those items of a servicing nature, such as replenishing water, oil, fuel and air will be accomplished by their personnel. All other discrepancies which require maintenance will be referred to the SE Divisions for repair immediately upon the recognition of discrepancies on the equipment.

5. Operation of Support Equipment

a. The specific safety and operation procedures applicable to each type of SE will be as per references (a) through (c).

20 JUN 1998

b. Equipment will be checked out; on a sub-custody basis and operated by trained personnel possessing a valid SE Operator's license as directed by reference (a).

c. In addition to an SE Operator's License, operators of self-propelled equipment are required to have a valid Government Vehicle Operator's License (OF-346) or a valid state driver's license in their possession.

d. The using activity will return and/or report all equipment that is not functioning as designed to the appropriate SE division upon first indication of a malfunction. At no time will repairs or adjustments be attempted by the using activities personnel.

e. The CO/OIC of the using activity is responsible for the proper utilization of all SE checked out to their respective unit.

f. No squadron, detachment, or unit will remove any SE from MCAS Yuma without prior written authority from the IMA Officer or the MALS-13 AMO or their designated representative.

6. Security of Equipment. As stated in reference (a), the CO/OIC of the using activity is responsible for the security of all equipment checked out to their respective unit.

7. Action

a. The Facilities Management Department will:

(1) Maintain the equipment listed in paragraph 4a above and ensure a high state of readiness to support operation activities.

(2) Provide for the examination and licensing of government vehicle operators as required by tenant and station activities.

(3) Report any misuse of SE off the flight lines, to include a copy of the citation, to the IMA Officer or MALS-13 AMO.

b. The IMA & MALS-13 Support Equipment Divisions will:

(1) Conduct SE training to train operators under the Naval Air-Technical Center syllabus, as directed by reference (a).

20 JUN 1996

(2) Ensure that proper care is exercised in maintenance, upkeep and proper operation to provide a high state of SE readiness to support using activities.

(3) Issue and receive all SE to and from using activities and maintain applicable records as to the status and location of all assigned equipment.

(4) Issue and receive all SE to/from qualified licensed personnel, after the individual and the SE division's Issue and Receipt representative have inspected the SE utilizing applicable Pre-Operational Maintenance Requirement Cards (MRCs).

(5) The appropriate SE division Officer/NCOIC, or his designated representative, is authorized to make periodic visits to hangar and flight line areas, and has the authority to direct the return of any SE which is found to be defective, being misused, or where safety precautions are being neglected. Violations will be reported per enclosure (2). The using activity's maintenance officer shall be notified immediately so that a timely investigation can be performed.

(6) The IMA Liquid Oxygen (LOX) Farm will fill LOX, gaseous nitrogen and gaseous oxygen carts on a daily basis during normal working hours; after normal working hours, carts will be filled on an emergency basis only.

(7) Operate a SE Ramp Patrol to ensure equipment is being utilized effectively and properly. The Ramp Patrol will be available to provide technical assistance to the using activities and for assistance in on-the-spot training.

(8) A misuse/abuse report form, enclosure (2), may be originated by anyone who observes an offense being committed and/or observes damage to SE as the result of its improper use. The misuse/abuse form is then taken to the Quality Assurance Division of the unit maintaining permanent custody (IMA or MALS-13), where a control number is assigned and it is then forwarded to the offender's activity for investigation, recommendation, and action as appropriate:

(a) The original form is forwarded to the CO/OIC of the activity to which the offender is attached.

(b) One copy is forwarded to that activity's Aircraft Maintenance Officer (AMO) via their Quality Assurance Department.

(c) One copy is retained at the Quality Assurance Division of the unit originating the report (IMA or MALS-13).

(d) In those circumstances deemed appropriate, an additional copy of the SE Misuse/Abuse Form may be forwarded to the MCAS Yuma Ground Safety Officer.

(9) The original copy of the SE Misuse/Abuse Report, along with corrective action annotated will be returned to the Originating Activity within 10 days after receipt or prior to the end of the deployment at MCAS Yuma.

(a) The Originating Activity's (IMA or MALS-13) Quality Assurance Division will then evaluate the report and may perform an additional investigation/analysis if required.

(b) The combined report will then be forwarded to the CO, MCAS Yuma, or the CO, MAG-13 as applicable.

(10) Pursuant to CO, MCAS Yuma's desire to execute maximum effort in identifying and reducing waste in fuel (MOGAS, diesel, JP-5, etc.) consumption aboard MCAS Yuma, the following policy concerning unauthorized use of SE is established:

(a) The use of self-propelled SE for any purpose, except that for which it is designed, will not be tolerated; i.e., use of tow tractors for personnel or parts transportation or any other reason related to personal convenience.

(b) Equipment involved in unauthorized use will be confiscated by SE personnel and the circumstances surrounding the confiscation and name of the operator, if known, will be reported to the unit having sub-custody of the equipment, utilizing enclosure (2).

c. The Using Activities will:

(1) Furnish the SE Division with a list of licensed personnel authorized to check out SE for their activity. Designated personnel

should be the same people that are assigned the responsibilities set forth in paragraph 4.d. above.

(2) Ensure that adequate personnel are trained and properly licensed for each type of required support equipment, as directed in reference (a).

(3) Ensure that ONLY trained, and licensed personnel operate SE.

(4) Ensure operators comply with safety and operating procedures, paying particular attention to those listed in enclosure (1).

(5) Ensure pre-operation inspections are performed, applicable records are maintained, and equipment is serviced. Pre-operation record (OPNAV Form 4790/52) will be used to record all inspections.

(6) Ensure that NO adjustments and/or repairs are made or attempted by using activity personnel.

(7) Return and/or report all equipment that is not functioning as designed, to the SE division for corrective action or replacement, UPON FIRST INDICATION OF A MALFUNCTION. The condition and availability of SE is directly proportional to the care and maintenance provided.

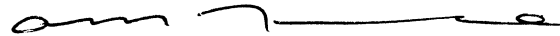
(8) Immediately notify the SE division OIC/NCOIC in the event an incident should arise concerning SE (i.e., an accident involving SE, missing SE, any sabotage, etc.).

(9) When notified by the supporting SE division, return SE to the division for scheduled Preventative Maintenance Inspection as scheduled in the Monthly Maintenance Plan.

(10) Confiscate SE Operators Identification Cards ("Yellow License") from individuals observed misusing or abusing SE. Forward a copy of misuse/abuse to the appropriate Quality Assurance Division. The licenses confiscated from personnel will be turned-in to the SE Officer for routing to the individual's Commanding Officer.

StaO 13600.1D
20 JUN 1996

8. Concurrence. The Commanding Officers of MAG-13, 1st LAAM Bn, MACS-7, MWSS-371, MAWTS-1, CSSD-16 and VMFT-401 concur in and make this Directive applicable to their respective Commands.



A. M. TORRANCE
By direction

DISTRIBUTION: B

GENERAL SAFETY INSTRUCTIONS

1. With the varied types of SE, it would be impractical to list all operating procedures and safety instructions. Therefore, all operators of SE will familiarize themselves with the contents of reference (b) and the safety and operational procedures applicable to the specific equipment to be operated.

2. Listed below are some of the safety instructions and operating procedures that are frequently disregarded and not complied with:

a. Aircraft towing speed must not exceed 5 MPH, SE will not be towed in excess of 10 MPH and SE will not be driven in excess of 15 MPH at any time. These speeds are the maximum speeds allowable, and in restricted areas these speeds may very well be excessive.

b. Aircraft will only be towed with the authorized tow tractor for that type, model, series aircraft only, i.e., the JG-40 tow tractor is authorized to tow only certain types of aircraft.

c. Tool boxes or other equipment will not be transported on SE units that are not specifically designed for transporting same.

d. No person may ride on any equipment except in a permanent seat provided for that purpose.

e. Self-propelled/towed units may not be driven/towed under any part of an aircraft, except as it is necessary to approach the aircraft to connect service cables, hoses, etc., and then only at greatly reduced speeds. Never back power units toward aircraft.

f. A qualified and licensed operator must be sitting in the seat any time an engine driven piece of SE having a seat is in operation. On equipment not having a seat, the operator shall be in a position to clearly observe all gauges on the instrument panel.

g. Electrical power output switches and air pressure control switches must be in the OFF position before connecting or disconnecting cables or hoses from aircraft receptacles.

ENCLOSURE (1).

StaO 13600.1D
20 JUN 1996

h. Servicing cables and hoses must be disconnected from aircraft and properly stowed prior to driving or towing equipment away from aircraft.

i. Read all instruction plates prior to operating equipment.

j. Use SE for its intended use only: Unless authorization is granted on a case by case basis from the IMA Maintenance Officer or MAL5-13 Maintenance Officer (a SATS Weapon loader is not a forklift and a TA-75/JG-40 is not a work stand).

k. When towing aircraft, ensure that the drawbar pull of the tow tractor is not exceeded.

l. Ensure that the person delivering LOX, gaseous nitrogen or gaseous oxygen carts to the LOX Farm is a qualified and licensed operator.

m. Whenever SE is parked on the flightline the rear wheels will be chocked.

n. Self-propelled SE will be towed BY SUPPORT EQUIPMENT PERSONNEL ONLY.

o. Prior to towing B-1, B-2, B-4 Maintenance Stands, ensure that all brakes are off and the wheels are locked in the proper position for towing.

p. SE will not be driven or towed off of paved/concrete areas at any time.

THE LIFE YOU SAVE MAY BE YOUR OWN

ENCLOSURE (1)

SUPPORT EQUIPMENT MISUSE/ABUSE			
OPNAV 4790/108 (6-81) S/N 0107-LF-047-9550		CONTROL NO.	
FROM		TO	
THE FOLLOWING INFORMATION IS SUBMITTED IN REGARDS TO A REPORT OF MISUSE/ABUSE:			
PERSON WHO MISUSED/ ABUSED EQUIPMENT	NAME	RANK/RATE	
	ORGANIZATION/UNIT	SE LICENSE NO.	
		GOVT OPERATOR LICENSE NO.	
LOCATION AND EQUIPMENT INVOLVED	LOCATION	TYPE EQUIPMENT PN/FSN	TIME
			DATE
		EQUIPMENT SERIAL NO.	JCN
NARRATIVE DESCRIPTION			
PERSON CITING MISUSE/ ABUSE	NAME	RANK/RATE	
	ORGANIZATION/UNIT		
WAS SE LICENSE CONFISCATED? <input type="checkbox"/> YES <input type="checkbox"/> NO		REMARKS	
IF YES, LICENSE IS BEING HELD BY:			
SIGNATURE AND TITLE OF REPORTING OFFICIAL		DATE	